



FOREIGN AFFAIRS MANUAL

VOLUME 12 – Diplomatic Security

Transmittal Letter: DS-54

Date: October 25, 1996

SUBCHAPTER 12 FAM 630 CLASSIFIED AUTOMATED INFORMATION SYSTEMS

MAJOR CHANGES

1. Subchapter 12 FAM 630 is new throughout.
2. Officers are reminded that Department-issued materials not codified in the ***Foreign Affairs Manual*** or its supplemental ***Foreign Affairs Handbook*** series generally have no regulatory validity (see 2 FAM section 1115.2).

FILING INSTRUCTIONS FOR PAPER COPIES

1. Remove and destroy page 630 RESERVED (TL:DS-51; 4-12-96; 1 page) and replace it with the attached new subchapter 12 FAM 630 (19 pages). Also remove and destroy subchapter 12 FAM 940 that was replaced by new subchapter 12 FAM 630.
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:DS-54, and initial.

DISTRIBUTION NOTICE

1. The ***Foreign Affairs Manual*** (unclassified) is issued primarily in CD-ROM format. For information on this program, including information regarding public inquiries, contact the INFOEXPRESS Coordinator, A/IM/IS/OIS, directly. The Coordinator is located in Room 1659 NS, 202-736-4881, FAX 202-736-4924. E-Mail via DOSNET: INFOEXPRESS.
2. All posts and offices keeping paper versions of the ***Foreign Affairs Manual*** are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to OIS/RA/DIR if no longer needed. **When returning excess or unused materials, include your office/post symbols and**

inform DIR and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/IM/IS/OIS/PS, Room 1853, 202-647-1632, FAX 202-736-4269, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to OIS/RA/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(DS/PPB/PPD)